DD Case Manager Support Call Notes | 2/8/2021

AGENDA

- Program Updates
  - ICAP Process
  - New Transition Checklist
  - Rate reduction implementation
- Monthly Training Session - Submitting Quality Plans

TOPICS

ICAP Process

The Division of Healthcare Financing (Division) intends to discontinue the Inventory for Client and Agency Planning (ICAP) assessment as an eligibility assessment for Support Waiver participants; however, the implementation of this change has been delayed. Please do not cancel ICAP tasks in the Electronic Medicaid Waiver System (EMWS) since, for the time being, they are still required for all Comprehensive and Supports Waiver participants.

New Transition Checklist

In an effort to reduce paperwork, decrease confusion, and make processes less complicated, the Division has combined the four existing transition checklists into one document. The new Transition Checklist will be required for all transitions that begin on or after February 1, 2021. Case managers must complete the Transition Checklist in its entirety and upload it into EMWS whenever there is a change in the participant's case manager, provider(s), location within Wyoming, or residential location within the same provider organization. The Transition Checklist must be submitted seven days before the transition is set to take place. The Transition Checklist is located on the Forms and Documents Library page of the Division website under the *Forms* tab.

Rate reduction implementation

The Division would like to remind case managers that a 2.5% reduction of provider reimbursement rates, and a corresponding 2.5% reduction of each participant's individual budget amount (IBA), was implemented effective February 1, 2021. Please refer to the emails sent by the Division on December 16, 2020 and January 21, 2021, which include a Frequently Asked Questions document and process flow. Additionally, the January 21st email also included a budget calculation tool. These documents can also be found on the Providers and Case Managers page of the Division website, under the *2.5% Reduction Implementation* toggle.

The budget tool should be used if the team determines that service units need to be moved between the old rate line and new rate line. Once the budget tool is complete, the case manager should upload the form in the participant's document library in EMWS and notify the Benefits and Eligibility Specialist (BES) via email that the team would like the participant's individual budget amount (IBA) to be reviewed. Once the review has been completed, the case manager may submit a modification to the individual plan of care (IPC). The overall number of units between the old and new rate lines should remain the same. As long as the number of units remain the same, a new team signature form will not be needed.

Teams should work closely together to determine if a modification to the IPC is necessary. The Division has identified some issues with the way case management units were split, so please review all cases and modify IPCs as needed. All modifications related to the rate reductions must be submitted by March 24th.

ACES$ will adjust self-directed budgets in their system based on the reductions for ongoing IPCs. The case manager and employer of record must work together to ensure the budget last the entire plan year.

WRAP UP

Next call scheduled for March 8, 2021